

## Early Childhood Program Director Variance Request

***A potential program director does not have the required education, coursework, and/or experience***

Licensee/Designee Name:	License Number:	Date:
Name of Facility:		
Address, City, State and Zip Code of Facility:		
Phone Number:	Email address:	

Staffing shortages throughout the state have made it difficult to find program directors who qualify with the child care center licensing rule requirements. The shortages of staff, including program directors, are impacting the center's ability to serve children and families.

Programs operating more than one shift need more than one Program Director to cover all shifts, and it is difficult to find someone who meets qualifications for all shifts.

I am requesting a variance to the following rule(s):

**R 400.8113(7)      Program director qualifications; responsibilities.**

(7) Early childhood program directors shall meet 1 of the following qualifications shown in Table 1:

TABLE 1 Early Childhood Program Director Qualifications			
	Education	Coursework in Early Childhood Education or Child Development	Hours of Experience
(a)	Bachelor's degree or higher in early childhood education or child development		
(b)	Bachelor's degree or higher in a child-related field including	18 semester hours and	480 hours
(c)	Montessori credential	18 semester hours and	480 hours
(d)	Associate's degree in early childhood education or child development including	18 semester hours and	480 hours

(e)	Valid child development associate credential with	18 semester hours and	960 hours
(f)	Sixty semester hours with	18 semester hours and	1,920 hours

**R 400.8113(9) Program director qualifications; responsibilities.**

(9) All program directors shall have at least 2 semester hours or 3.0 CEUs in child care administration or have an administrative credential approved by the department. These semester hours may satisfy a portion of the requirements of subrules (7) and (8) of this rule. The program director may also use 30 hours of administrative training from MiRegistry to meet these requirements.

I have submitted all credentials to the Child Care Licensing Bureau for staff member

\_\_\_\_\_  
(staff name)

This staff member meets one of the following:

Place a check in the box next to the situation that applies for this potential early childhood program director:	
<input type="checkbox"/>	Does not meet the education and/or coursework requirement but meets the hours of experience in R 400.8113(7)(f) and will complete all requirements to be fully qualified as a early childhood program director within 4 years from the date of hire.
<input type="checkbox"/>	Does not meet the minimum number of hours of experience but meets the education and/or coursework requirement.
<input type="checkbox"/>	Does not meet the education, coursework and/or experience requirements but meets the administrative credential requirement under rule R 400.8113(9) and will complete all requirements to be fully qualified as an early childhood program director within 4 years of the date of hire.

I agree to the following:

- The staff member will complete the minimum requirements to fully qualify as an early childhood program director as listed in the above rules within 4 years of hire as the program director.
- While working to fulfill the education and/or experience requirements, the program director will complete the duties identified in administrative rule R 400.8113(3), as stated below:

All program directors are responsible for the general management of the center, including the following minimum responsibilities:

- a) Developing, implementing, and evaluating center policies and program.
- b) Administering day-to-day operations, including being available to address parent, child, and staff issues.
- c) Monitoring staff, including annual evaluations.

- While working to fulfill the education, coursework and/or experience requirements, potential candidates for this position will complete the duties identified in administrative rule R400.8113(6), as stated below:
  - (a) Be at least 21 years of age.
  - Have earned a high school diploma or general equivalency diploma (GED).
- Within 90 days of receiving a variance for educational or coursework requirements, the program director will apply for, enroll, and be actively involved with one or more of the following:
  - Reconnect ([www.michigan.gov/reconnect](http://www.michigan.gov/reconnect))
  - T.E.A.C.H. Scholarships (<https://miaeyc.org/professional-development/t-e-a-c-h-scholarships>)
  - Other programs (accredited college-university, Montessori credential, Child Development Associate Credential, Michigan School-Age Youth Development Credential).

If not enrolled in T.E.A.C.H. or Reconnect, the licensee and program director shall develop a written individual plan for recipient of the variance to come into compliance with the educational and coursework requirements over a maximum time period of four years. Examples of completion of education requirements may be found at <https://miaeyc.org/professional-development/t-e-a-c-h-scholarships/>
- Written monthly reviews of progress will be held between the licensee and program director. The written individual plan and monthly progress reviews will be shared with the licensing consultant, as requested.
- The center will have at least one fully qualified lead caregiver employed at the center, as required per rule R400.8122.

I understand the following:

- The variance will be reassessed at the time of each interim and renewal inspection. Program directors who receive this variance must be able to demonstrate that they are actively working to obtain the identified qualifications.
- R 400.8104 Rule variances.
  - (3) The granted variance may remain in effect for as long as the licensee continues to comply with the conditions of the variance or may be time-limited.
- Reasons for rescinding a variance may include:
  - Failure of a licensee to comply with the terms of the variance.
  - The variance is no longer necessary or appropriate.
- If \_\_\_\_\_  
(staff name)
  - leaves employment, this variance will be rescinded.
  - does not complete the minimum requirements to fully qualify as an early childhood program director within 4 years, this variance will be reassessed.

Licensee/Designee Name:	Licensee/Designee Signature:	Date: